

Senior Recruiter | The Elite Cars Dubai

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Company: The Elite Cars

Location: dubai

Category: other-general

Senior Recruiter | The Elite Cars Dubai

The Elite Cars is one of the most renowned luxury car dealership in the UAE with world class showrooms strategically located across Dubai and Abu Dhabi. Armed with strong export capability and innovative approach to exceeding customer satisfaction, The Elite Cars has achieved a reputable position in the global market.

We are looking for a Senior Recruiter to join our team and oversee our full-cycle of recruitment. Recruiter responsibilities include sourcing candidates through various channels, planning interview and selection procedures and hosting or participating in career events. To be successful in this role, you should be able to develop long-term recruiting strategies and nurture trusting relationships with potential hires. Ultimately, you will create strong talent pipelines for our company's current and future hiring needs.

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JOB RESPONSIBILITIES

Identifying hiring needs and developing job descriptions and specifications.

Collaborating with department managers to compile a consistent list of requirements for the new hire.

Attracting suitable candidates through job postings, social media, company website, etc.

Managing the job posting by periodically reviewing the recruiter sites and other recruitment platforms in accordance to the hiring priority.

Conduct screening & shortlisting of potential candidates in accordance to the established selection criteria in collaboration with department head.

Conduct preliminary interviews over the phone to shortlist the potential candidates to invite for a direct interview.

Conduct the interview tests for applicable designations to qualify the candidates and recommend for further interview with the department head and the HR Manager.

Ensure to conduct the candidate reference check prior proceeding with any hiring of candidates.

Arrange the facilities for the new joiners well in advance in coordination with relevant departments.

Arrange the work permit for new hires in coordination with the PRO.

Arrange the Training and induction plan for new joiners well in advance.

Onboard the new joiner, provide necessary explanation on Job Description, Organization chart, Companies under the group, Policies and Procedures, forms, etc.

Introduce the new joiners to concern departments and employees.

Take the new joiner for a visit to all companies under the group to be familiarize with our business setup.

Complete the visa procedures and other legalities of the new joiner in coordination with the PRO.

Conduct probationary period confirmation with the relevant division heads in allotted time frame.

Daily update the Recruitment tracker and submit to the Senior Management on weekly basis or as and when required.

Frequently confirm if the new joiner is comfortable and provided with necessary access to perform their duties well.

JOB REQUIREMENTS

Proven work experience as a Talent Acquisition Specialist or Sr. Recruiter

Familiarity with social media, resume databases and professional networks (e.g. LinkedIn and other recruitment portals)

Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods

Knowledge of Applicant Tracking Systems (ATSs)

Excellent verbal and written communication skills

A keen understanding of the differences between various roles within organizations

BSc in Human Resources Management or relevant field

Don't miss out on this exciting opportunity – apply now at dubaiofferz.com#J-18808-Ljbfrr

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